

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 620 – Requests for Reconsideration of Instructional Materials

1.0 Purpose

To provide guidelines for handling requests for reconsideration of instructional materials within school district programs.

2.0 A Review Committee shall be established to review formal objections of instructional materials. The District Review Committee membership and functions are included in Regulations 620-R.

3.0 Process Overview

3.1 An objector has a verbal discussion with the licensed staff member(s) involved regarding the objected resource.

3.2 If the verbal discussion did not reach a resolution, the objection shall then be forwarded to the principal.

3.3 The principal shall then meet with the objector to provide a Request for Reconsideration of Instructional Materials form.

3.4 The completed Request for Reconsideration of Instructional Materials form is forwarded on to the District 623 Review Committee for a decision.

3.5 The written Report of the District Review Committee, including the Committee's decision, shall be forwarded to the objector, principal/supervisor, faculty, appropriate director, Superintendent and School Board.

4.0 The Committee's decision may be appealed. The first appeal would be to the Superintendent.

Adopted: 6/10/71  
Revised: 10/28/86  
Reviewed: 10/11/06  
Revised: 2/14/17